

PS 3000.02 CN-36 HUMAN RESOURCE MANAGEMENT MANUAL



Change Notice

DIRECTIVE AFFECTED: 3000.02
CHANGE NOTICE NUMBER: 36
DATE: 10/30/2002

1. **PURPOSE AND SCOPE.** To update the Human Resource Management Manual concerning the Voluntary Leave Transfer Program.
2. **SUMMARY OF CHANGES.** PS 3000.02, the Human Resource Management Manual, Chapter 6, Section 630.3, Voluntary Leave Transfer Program, is being updated to:
 - a. Reduce the number of hours of unpaid absences that constitute a substantial loss of income from 80 hours to 24 hours.
 - b. Stipulate that a union representative appointed by the local union president will be included on the local VLTP committee, if the employee requesting participation in the program is a member of the bargaining unit.
 - c. Permit the use of accrued annual or sick leave if donated leave has been exhausted during a medical emergency.
 - d. Eliminate the requirement to have donations go through the local screening committee.
 - e. Authorize donations to be received from other agencies and that Bureau employees may donate to recipients in other agencies provided the other agency agrees to the transfer of donated leave.
 - f. Clarify that donated hours are to be deposited in the "Restored Annual Leave" account and to update keying codes for VLTP Records.
 - g. Attachment 6-6 is revised to remove the requirement to run and retain PCTAUD1 and PCTAUD2A reports each pay period. The PCTAUDIT report has been added as a recommended report.

3. **TABLE OF CHANGES**

Remove	Insert
Table of Contents, Page v	Table of Contents, Page v
Chapter 6	Chapter 6
Attachment 6-3, Pages 1 - 3	Attachment 6-3, Pages 1 - 2
	Attachment 6-4a
Attachment 6-6, Pages 1 - 2	Attachment 6-6, Pages 1 - 3

4. **ACTION.** File this Change Notice in front of the Human Resource Management Manual.

/s/
Kathleen Hawk Sawyer
Director

ATTACHMENT TITLE

4-1	TRAINING AGREEMENT FOR PHYSICIAN ASSISTANT	
4-2	PERFORMANCE LOG	
5-1	PRIMARY LAW ENFORCEMENT POSITIONS	
5-2	SECONDARY LAW ENFORCEMENT POSITIONS	
5-3	CREATING AND RECORDING MASTER RECORD NUMBERS	
6-1	REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE	
6-2	CHECKLIST FOR RESTORATION OF FORFEITED ANNUAL LEAVE	
6-3	REQUEST FOR APPROVAL AS A RECIPIENT - VOLUNTARY LEAVE TRANSFER PROGRAM	
6-4	REQUEST FOR APPROVAL AS A DONOR - VOLUNTARY LEAVE TRANSFER PROGRAM	
* 6-4a	REQUEST TO DONATE ANNUAL LEAVE TO LEAVE RECIPIENT (OUTSIDE AGENCY) UNDER THE LEAVE TRANSFER PROGRAM	*
6-5	ADDITIONAL TOUR OF OVERSEAS DUTY FOR HOME LEAVE ENTITLEMENT	
6-6	MINIMUM REPORT REQUIREMENTS	
6-7	TIMEKEEPER INFORMATION SHEET	
6-8	COMPRESSED WORK SCHEDULE REQUEST SAMPLE	
6-9	LOCAL UNION PRESIDENT AGREEMENT MEMORANDUM	
6-10	COMPRESSED WORK SCHEDULE MEMORANDUM OF UNDERSTANDING	
6-11	SUPERVISORY PRE-IMPLEMENTATION QUESTIONNAIRE	
6-12	SIX MONTH SUPERVISORY ASSESSMENT OF COMPRESSED WORK SCHEDULE	
7-1	CONFIDENTIAL EXIT SURVEY FOR SEPARATING EMPLOYEES	
7-2	CONFIDENTIAL EXIT INTERVIEW REPORT FOR INTERVIEWING OFFICIAL	
7-3	SENSITIVITY DETERMINATION CHART	
7-4	NOTICE TO APPLICANT	
7-5	AUTHORITY FOR RELEASE OF INFORMATION	
7-6	VOUCHERING FORM	
7-7	LAW ENFORCEMENT AGENCY CHECKS	
7-8	CERTIFICATION OF INITIATION OF BACKGROUND INVESTIGATION	
7-9	SAMPLE REQUEST FOR BACKGROUND INVESTIGATION UPDATE	
7-10	WAIVER OF SUBJECT INTERVIEW	
7-11	AGREEMENT TO SUBJECT INTERVIEW	
7-12	SAMPLE NOTICE TO EMPLOYEE - BACKGROUND INVESTIGATION ISSUES	
7-13	NOTICE OF RIGHTS TO (APPLICANT OR SUBJECT)	
7-14	SAMPLE INTERROGATORIES	
7-15	SAMPLE CERTIFICATION OF RESPONSE TO INTERROGATORIES	
7-16	CONTRACTOR PRE-EMPLOYMENT FORM	
7-17	STATEMENT OF REGISTRATION STATUS	
8-1	APPLICATION FOR FEDERAL PRISON RETIREES ASSOCIATION	
9-1	STAFF UNIFORM ALLOWANCES	
9-2	AUTHORIZED STAFF UNIFORMS	

600 ATTENDANCE AND LEAVE

600.1 ELECTRONIC TIME AND ATTENDANCE REPORTING (PC-TARE)

1. PURPOSE AND SCOPE. To outline requirements and responsibilities associated with the National Finance Center's (NFC) Personal Computer Time and Attendance Remote Entry System (PC-TARE) for the processing of time and attendance data.

2. DIRECTIVES AFFECTED

Directives Referenced

a. DOJ Orders 1630.1B and 2160.6C

b. NFC Payroll/Personnel Processing Manual (PPPM), (Time and Attendance Report Form AD-321), Title I, Chapter 21 and Title VI, Chapter 10, Sections 1 and 2 (PC-TARE Security Officers and PC-TARE For Timekeepers.)

3. T & A TRANSMISSION TIME FRAMES. T & A's should be completed and transmitted to the NFC by the close of business of the Monday following the pay period. This will ensure that time and attendance has been recorded for those units that have employees working over the weekend.

* 4. RESPONSIBILITIES. The requirements and responsibilities involved in the proper processing of Time and Attendance reports are established by Department of Justice Order 2120.6C. In carrying out these requirements and responsibilities, it is essential that all levels of managers, supervisors, timekeepers/timekeyers, and employees are knowledgeable of their role in compliance with this Order.

a. Chief Executive Officers. Chief Executive Officers or their designees must approve, in advance, the granting of overtime and compensatory time. In addition, the Chief Executive Officer (or designee) will delegate the responsibility for keying T & A's.

b. Supervisors

(1) Individual supervisors shall: be aware of existing leave policy and regulations published in DOJ Order 1630.1B; ensure that staff understand leave policy and regulations; and, exercise fair and honest enforcement of this policy and regulations.

(2) Supervisors of organizational units are responsible for designating timekeepers and alternates and for notifying the Human Resource Office in writing of any change in timekeepers.

(3) Supervisors are responsible for furnishing timekeepers with all necessary documentation (i.e. Form BP-369 (35)) concerning any employee overtime worked or compensatory time earned during the pay period. Supervisors should also ensure that documentation pertaining to corrected/amended T & A's is submitted promptly to the timekeeper/keyer.

(4) Supervisors are responsible for ensuring that employees do not certify their own time and attendance reports.

(5) Supervisors are responsible for certifying, by signing the T & A form, that time and leave for each of their employees has been accurately recorded. Supervisors should also ensure that adequate T & A records are maintained to support the entries made.

(6) Supervisors are responsible for ensuring that leave errors are promptly resolved and that any adjustments are properly documented. Leave audits should be performed in correcting most leave discrepancies and should be certified in writing by the supervisor. However, when leave audits are not appropriate, a memorandum to the file should be completed and signed by the supervisor detailing the reason adjustments were made. (See Section 5. Leave Adjustment Procedures.)

c. Human Resource Managers

(1) The Human Resource Manager is responsible for ensuring that timekeepers/timekeyers are adequately trained by a qualified and knowledgeable person(s) (at a minimum, annual refresher training) in both keying and the recording of time and attendance. *

(2) The Human Resource Manager or other responsible official within the Human Resource Office is responsible for obtaining and sending time and attendance data to the National Finance Center each pay period. Other personnel may be designated to do the actual uploading, but the responsibility remains with the Human Resource Manager.

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(3) The Human Resource Manager is responsible for ensuring that appropriate time and attendance reports are run each pay period and maintained to verify the accuracy and completeness of the time and attendance data processed. (See Attachment 6-6 for minimum report requirements.)

(4) The Human Resource Manager is responsible for ensuring that time and attendance files are forwarded to the receiving timekeeper upon employee transfer within the Bureau of Prisons.

(5) The Human Resource Manager is responsible for ensuring that accurate leave balance information (accessions) and updated accounting code data (accessions, transfers, and reassignments) be furnished to the timekeeper/timekeyer for the employees assigned to them. (See Attachment 6-7 for Timekeeper Information Sheet.)

(6) The Human Resource Manager is responsible for ensuring and documenting that a representative sample of each department's time and attendance files (a minimum of 5 files per department is recommended) are reviewed annually, and that appropriate corrective measures were taken to remedy any discrepancies (i.e. leave audits, corrections, additional T & A training, etc.).

(7) The Human Resource Manager is responsible for ensuring that adjustments to leave balances in PC-TARE and/or TINQ are sufficiently documented (i.e. leave audit, memorandum, screen prints, etc.) and a clear audit trail exists to explain why the adjustments were made. *

d. Timekeepers and/or Timekeyers

(1) Timekeepers and/or timekeyers are responsible for accurately recording and keying time and attendance data for the employees assigned to them. This may include the recording of their own time as well as the time of their immediate supervisors.

* (2) Timekeepers are responsible for ensuring that each time and attendance report is certified, in writing, as accurate by the supervisor prior to having the time and attendance data sent to the National Finance Center.

(3) Timekeepers are responsible for ensuring that any leave audits or adjustments are certified, in writing, as accurate by the supervisor. The original audit certification (or memorandum when audit is not appropriate) and supporting documentation should be maintained in the time and attendance file. An additional copy should be provided to the Human Resource Office.

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(4) Timekeepers are responsible for making a copy of the signed time and attendance report and promptly distributing it to the respective employee.

* (5) Timekeepers are responsible for maintaining an individual time and attendance file for each employee assigned to them. Included in this file should be the original certified time and attendance reports detailing tour of duty and daily time records (i.e. worksheet, etc.). For departments with various tours of duty, duty rosters kept in a separate file may be used as documentation if retained for six years. Other supporting documentation such as SF-71's, overtime authorizations, and military orders, etc., will be filed by the timekeeper in the individual employee's T&A file to support the entries made on the T&A report. Time and attendance records will be filed by individual employee and maintained for six years (or for one year if there has been a GAO audit). Time and attendance records will be sent to the Human Resource Office for forwarding to the gaining institution, upon employee transfer within the Bureau of Prisons. In the event a prior T & A has to be corrected, this must be performed electronically by the former institution where the T & A disks reside.

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(6) Timekeepers and/or timekeyers are responsible for delivering the "XMIT" diskettes which contain the time and attendance data to the Human Resource Office at the close of the pay period in time to allow for timely transmission to NFC.

e. Employees

(1) Employees are responsible for furnishing timekeepers with SF-71, "Application for Leave" forms, and/or supporting documentation, regardless of leave type (annual leave, scheduled and unscheduled sick leave, compensatory time used, administrative leave, jury duty, military leave, and leave without pay, etc.), or for confirming leave taken by initialing the T & A report when an approved SF-71 is not on file. (SF-71's are required for leave of 5 days or more.)

(2) Employees are responsible for promptly reviewing their time and attendance reports and notifying their timekeeper of any discrepancies.

(3) If employees wish to retain a personal copy of their T & A file, they are responsible for maintaining one with the copies of the T & A's provided to them each pay period by the timekeeper.

5. LEAVE ADJUSTMENT PROCEDURES

a. Leave audits (AD-717) must be performed when leave discrepancies arise on the P0152 Leave Error Report and the reason for the discrepancy is not immediately apparent or easily explained.

b. Legitimate and apparent errors (i.e., incorrect keying, late SF-71 submission, etc.) may be adjusted by transmission of a corrected T & A.

c. When leave audits are performed, the AD-717 must be signed by the supervisor. The original is to be filed in the employee's individual T & A file.

(1) When balances must be adjusted in the PC-TARE Master Record, screen prints (before and after adjustments are made) must be attached to the original AD-717 for documentation purposes. A copy of the completed leave audit and supporting documentation must be forwarded to the Human Resource Office.

(2) When the Human Resource Office receives leave audits which require adjustments to TINQ, screen prints (before and after adjustments are made) must be attached to the leave audit documentation. This documentation must be filed by pay period with the P0049 Audit Trail of Leave Updated Report and P0152 Leave Error Report, and retained for 26 pay periods.

d. When leave discrepancies are apparent, and leave audits are not appropriate, a memorandum to the file must be completed and signed by the supervisor, detailing the specific adjustments required and the reasons adjustments are to be made.

(1) If the PC-TARE Master Record must be adjusted, screen prints (before and after adjustment) must be attached to the memorandum and filed in the individual employee's T & A file. Once completed, a copy of the memorandum and supporting documentation must be forwarded to the Human Resource Office.

(2) If TINQ must be adjusted, the original memorandum to file must be placed in the individual employee's T & A file, and an additional copy must be sent to HRM for processing. When the Human Resource Office receives the memorandum to file, screen prints (before and after TINQ adjustment) must be attached to the memorandum for documentation purposes and filed by pay period with the P0049 Audit Trail of Leave Updated Report and P0152 Leave Error Report, and retained for 26 pay periods in the Human Resource Office.

610.1 INSTITUTION SHIFT STARTING AND STOPPING TIMES

1. PURPOSE AND SCOPE. To establish basic parameters for shift starting and stopping times for employees working at Bureau institutions and the procedures to establish these practices at all Bureau institutions.

2. COVERAGE. This section applies to all institution employees who are required to pick up keys or other equipment while passing through control on their way to their assigned duty post.

3. CRITERIA. Each institution shall have approved work schedules with shift starting and stopping times, for employees who work at the institution, to begin and end at the point employees pick-up and drop-off equipment (keys, radios, body alarms, work detail pouches, etc.) at the control center. Therefore, employees who pick-up equipment at the control center, shall have their shifts scheduled to include reasonable time to travel from the control center to their assigned duty post and return (at the end of the shift). If an employee arrives at the key line in a reasonable time to get equipment by the beginning of the shift, this employee is not to be considered late.

4. PROCEDURES. Institution posts that meet the above criteria must have approved rosters which meet required shift starting and stopping times. Wardens shall formulate a plan for all affected posts. Union participation at the local and regional levels in formulating plans is strongly encouraged. The Warden must submit a plan to his/her appropriate Regional Director **only if the plan includes an overlap in work schedules**. The plan, at a minimum, will include the following:

- a. List of affected positions/duty posts;
- b. Complete custodial roster;
- c. Detailed summary of any costs incurred by the implementation of this plan.

5. SCHEDULE APPROVAL AND IMPLEMENTATION. The authority to approve the work schedules rests with the Regional Director. Once approval is received, each Warden shall ensure that requirements for shift starting and stopping times, and details of the approved institution plan, are clearly communicated to all institution employees. If at any time the schedule needs to be revised, follow procedures stated in this section.

6. SCHEDULING CONSIDERATIONS

a. An institution employee whose shift starts at 7:30 a.m. must be at the control center and have received his/her equipment no later than 7:30 a.m. to be considered "on time" for the start of his/her shift. To accomplish this, each location should ensure minimum waiting time for the employee in the key line.

If that same employee's shift ends at 4:00 p.m., he/she should drop-off his/her keys/equipment in the control center at 4:00 p.m., the scheduled quitting time. Reasonable travel time to and from the duty post to the control center would be compensable as part of the employee's tour of duty. Local supervisors should establish expectations that require employees to arrive and leave their duty post in a timely and reasonable manner. If an employee arrives at the key line in a reasonable time to get equipment prior to the shift, but does not receive the equipment by the beginning of the shift because of unforeseen circumstances, this employee is not to be considered late.

b. Due to these parameters, schedules may have to be adjusted and shifts overlapped for posts which require relief, as employees must be given time to arrive later and leave posts earlier to be at the control center on time. The length of time necessary to provide the overlap depends on the post location and the reasonable travel time to and from the control center to that post.

c. Although waiting time in key lines prior to the beginning of a shift is not "work time", such waiting time is to be reduced to a minimum to assist a smooth transition from shift-to-shift and more timely and predictable movement from the control center to the post. One way to accomplish this is through staggered shift starting and stopping times for day watch positions and placing additional personnel in the control center during busy shift changes. Another option is to assign equipment and keys to posts. If appropriate, assign key ring to 24-hour posts instead of requiring staff to wait in key line to exchange their chit upon arriving and departing work.

d. Physical layout of facilities is to be taken into consideration when establishing a work schedule.

e. If one equipment issue pass is insufficient, institutions should consider installing a second equipment issue pass at the control center.

f. Compressed work schedules may be an appropriate option (follow procedures for compressed work approval).

g. Each institution should consider incorporating practices which include increased costs or resources only after all other options have been exhausted.

h. Overtime may be considered for certain posts/shifts; however, this option is not meant to restrict the employer's management of overtime.

Overtime regulations, procedures, and requirements are not affected by this policy.

630.1 ADMINISTRATIVE LEAVE IN CONJUNCTION WITH RELOCATION

1. PURPOSE AND SCOPE. Chief Executive Officers are delegated authority to grant administrative leave to employees in conjunction with their relocation to another Bureau of Prisons facility in accordance with established criteria.

2. CRITERIA

a. The purpose of such administrative leave is to carry out tasks necessary and related to the relocation such as real estate transactions, opening or closing bank accounts, enrolling or withdrawing children from school, packing, loading or unloading household goods, connecting utilities, registering or licensing vehicles, obtaining a driver's license, etc. This leave may not be used to delay the employee's travel en route to the new location.

b. Employees may be granted up to 40 hours of administrative leave, whether or not the move is being paid by the government and whether or not the employee takes a house-hunting trip. The leave may be used prior to the move, following the move or in any combination. In no case may the administrative leave exceed 40 hours.

c. Administrative leave authorized for relocation may be taken no sooner than official notification of the relocation and no later than 90 days after the employee reports for duty or the employee's family vacates the permanent residence at the old duty station.

d. Administrative leave authorized for relocation will be recorded on the employee's time and attendance report under object class code 1408.

e. Administrative leave authorized for relocation may be granted to both an employee and spouse if the spouse is a Bureau of Prisons employee and has been accepted for employment at the new location.

630.2 RESTORATION OF ANNUAL LEAVE

1. PURPOSE AND SCOPE. Forfeited annual leave may be restored to the employee if the forfeiture came about as a result of illness, exigencies of the public business, administrative error or unjustified or unwarranted personnel action.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. DOJ Orders 1630.1B, dated 7/22/91
- b. 5 CFR, Part 630.305.
- c. 5 U.S.C., Section 6304

3. PROCEDURES

a. Initial request for restoration of forfeited annual leave is the responsibility of the employee. Human Resource Managers are to ensure that Request for Restoration of Forfeited Annual Leave (Attachment 6-1) is accurately completed by the employee.

b. Human Resource Managers will review the request and attachments, ensuring that it meets the requirements set forth in DOJ Order 1630.1B.

c. Institution Human Resource Managers will complete and sign the checklist (Attachment 6-2), attach it to the request and forward the request and attachments to their Regional Human Resource Administrator.

d. Regional Human Resource Administrators will review the request and determine whether the request warrants approval of restoration of forfeited annual leave. Approved requests will be returned to the institution HRM for processing.

e. Central Office employees will submit their requests to the Central Office HRM Office for review and approval. Approval requests will be processed in COPO.

f. Although the Regional Human Resource Administrators and the Central Office HRM are the approving officials, requests are closely reviewed and subject to rejection.

g. Approved requests will be processed by the appropriate HR office in accordance with the NFC Human Resource Operations Guide.

630.3 VOLUNTARY LEAVE TRANSFER PROGRAM

1. PURPOSE AND SCOPE. The purpose of this section is to establish guidelines and procedures for the administration of the Voluntary Leave Transfer Program (VLTP) in the Federal Bureau of Prisons. This program permits federal employees to donate annual leave for the use of other federal employees who are experiencing a medical emergency.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. Title 5, U.S.C., Chapter 63, Subchapter III - Voluntary Transfers of Leave, Sections 6331 - 6340
- b. Title 5, CFR, Subpart I - Voluntary Leave Transfer Program, Sections 630.901 - 630.913
- c. DOJ Time and Attendance Reporting Handbook

* 3. MEDICAL EMERGENCY. The term "**medical emergency**" means a medical condition of an employee or the employee's family member that is likely to require a prolonged absence from duty (that is or is expected to be at least 24 hours) and result in a substantial loss of income to the employee because of the unavailability of paid leave.

! Advanced leave may not be considered when determining whether a medical emergency would likely result in a substantial loss of income.

A medical emergency could be a serious medical problem of the employee or a member of the employee's family. Absence for maternity reasons could constitute a medical emergency only during the period of the employee's physical incapacitation for duty and must be supported by documentation from the attending physician. The determination that a medical situation constitutes an emergency will be made by the local VLTP Screening Committee on a case-by-case basis after careful consideration of the medical reasons and documentation provided by the employee or someone acting on the employee's behalf. *

4. DESIGNATION OF COMMITTEES. All requests to participate in the VLTP as a recipient will be processed through a VLTP Screening Committee. Screening Committees must be established at institutions, regional offices, and the Central Office and should have three or more members consisting of a Chairperson and two or

more members. Designation of the Committee's size and membership is at the Chief Executive Officer's (CEO) discretion.

The Committee must include a representative from the HRM Department, a representative from the Medical Department, and if the employee requesting participation in the program is a member of the bargaining unit then a union representative appointed by the local union president. The CEO may select other members for this Committee, which may include a member of the bargaining unit. All members serve on the Committee as a collateral duty or on official time, as appropriate. Any violations of the employee's privacy rights may result in administrative or criminal sanctions.

Screening Committees have authority to approve or deny requests to participate in the VLTP. Upon approval of an employee to be a recipient under the program, the VLTP Screening Committee is responsible for forwarding the appropriate authorization to the HRM Department to key the personnel transaction.

Screening Committees will establish appropriate control and follow-up systems to monitor the eligibility of recipients for continued participation. Except for documented emergencies that will obviously be of extended duration, the Screening Committee will require, as appropriate, from the recipient the periodic submission of updated supporting medical documentation which is not covered by the original request.

Institution and regional office committees provide service to local employees. The Central Office will have two committees:

- ! a local committee established to provide service to local employees and
- ! a National Committee established for oversight.

The National VLTP Committee will be composed of the:

- ! Bureau Personnel Director,
- ! Deputy Medical Director, and
- ! Chief of Financial Management.

The Screening Committees should maintain records of all leave approved and disapproved at the local and national level. Information maintained by these committees will be provided to the union upon request, and consistent with 5 U.S.C. § 7114.

5. ADMINISTRATION

Recipients

a. An employee who has been affected by a medical emergency may submit an application (Attachment 6-3) to become a leave recipient to the local human resource office. An employee may seek the assistance of the Human Resource Office in completing the VLTP application. If an employee is not capable of making application, a personal representative (an immediate family member, guardian, or trustee) of the employee may make written application on his/her behalf and may request agency assistance in completing the application. Application may be delivered by personal representative as described above or by a coworker.

b. The human resource manager will be responsible for insuring the VLTP application is submitted to the local Screening Committee in a timely manner.

c. All Screening Committee decisions will be based upon a majority vote. The local Screening Committee will decide on the propriety of the request to be approved as a recipient based upon proof of a medical emergency.

d. Leave balances must, or will be, within established criteria as determined by the human resource office. The criteria are:

(1) For an approved leave recipient whose medical emergency is a medical condition of his/her own, or to provide care and attendance to a member of the immediate family who has a contagious disease (a disease for which public health officials require that a patient be quarantined, isolated or restricted), the sick and annual leave balances must be zero (or negative) prior to the official transfer of donated annual leave.

(2) For an approved leave recipient whose medical emergency is a medical condition of his/her family (other than a contagious disease), the employee's annual leave balance must be zero (or negative) and the employee must use sick leave in accordance with the sick leave provisions as outlined in Title 5 CFR Chapter 63, Section 630.401 prior to the transfer of donated leave. This means that the employee must use either 40 hours (if sick leave is less than 80 hours) or 104 hours (provided an 80-hour balance is maintained) of sick leave before any donated annual leave can be transferred.

e. The human resource manager will notify the applicant of the Screening Committee's decision as soon as practicable, but no

longer than 10 days (excluding Saturdays, Sundays, and legal public holidays) after the application is received. If the application is not approved, the notification must include the reasons for the disapproval.

f. Annual leave transferred may be substituted retroactively for periods of leave without pay (LWOP) or advanced annual and/or sick leave granted on or after the date verified by the VLTP Screening Committee as the commencing date of the medical emergency at the recipients election.

- * g. Annual and sick leave accruals received as a result of donated leave may each accumulate up to a maximum of 40 hours in a separate account. This leave will be credited and made available for the employee's use effective the beginning of the pay period after the date on which the employee's medical emergency terminates. If the medical emergency has not ended but there are no further donors, this account may be credited to the employee to use. The employee shall continue to accrue annual leave while in a shared leave status to the extent necessary for the purpose of reducing any indebtedness caused by the use of annual leave advanced at the beginning of the leave year. *

Donors

h. An employee who wishes to make a donation of annual leave to an approved leave recipient may submit an application (Attachment 6-4) to the local human resource office.

- * i. The human resource office will review each donor's request to ensure its accuracy, compliance with policy, and that the recipient is not the donor's immediate supervisor.

! No one may donate leave to his or her immediate supervisor. *

j. The human resource office will review each donor's request to ensure that the donor is not transferring more leave than is permitted under the guidelines outlined below:

(1) In any one leave year, a leave donor may donate no more than a total of one-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donation is made.

(2) In the case of a leave donor who is projected to have annual leave that otherwise would be subject to forfeiture at the end of the leave year, the maximum amount of annual leave that may be donated during the leave year must be the lesser of:

(a) One-half of the amount of annual leave he/she would be entitled to accrue during the leave year in which the donations is made; or

(b) The number of hours remaining in the leave year (as of the date of the transfer) for which the leave donor is scheduled to work and receive pay. For example, if you are projected to forfeit 80 hours and there are only 5 working days left in the leave year, the maximum number of hours you can contribute is 40. The other 40 hours will be forfeited. This constraint only becomes a problem when employees wait until very late in the leave year to make a contribution.

* k. The human resource manager may waive the limitation on annual leave contributions as prescribed in paragraph j above, when it is determined that granting the waiver would benefit the Voluntary Leave Transfer Program. Consideration for a waiver will be made on a case-by-case basis and must be documented in writing. Examples include, but are not limited to family members and donor requests.

l. The decision to donate annual leave is irrevocable once the leave has been transferred. The minimum amount of annual leave which can be transferred from a donor to a leave recipient is 4 hours.

Nationwide Solicitation Process

* m. When insufficient donations are received locally, the institution may request nationwide solicitation if the employee so desires. Ordinarily, the request will not be denied for nationwide solicitation if the local screening committee has already approved the request for local donations. The request is to be addressed to the Personnel Director from the human resource manager and sent via GroupWise to the Employee Relations Section (BOP-HRM/Employee Relations) for processing. The request is to include:

- ! the recipient's name,
- ! a brief statement indicating the total number of hours donated at the local level, and
- ! the nature of the emergency.

Once the request has been approved, the institution will be notified and given permission to solicit contributions nationwide. Nationwide solicitations may be made only to Bureau institutions. No formal solicitations will be made to the Department of Justice or to other federal agencies.

Please note, when employees from one institution know of another employee's need for leave under VLTP at a different institution, it is not necessary to request nationwide solicitation. Further, employees in federal complexes are considered to be from the same institution.

It is only necessary to request nationwide solicitation approval when there are no further donations from the local area or other sources.

Donations To and From Other Federal Agencies

n. Federal regulations allow leave donations to and from other federal agencies when:

- ! the leave recipient is a family member employed by another agency,
- ! there are insufficient donations to meet the leave recipient's needs, and/or
- ! acceptance of leave transferred from another agency would further the VLTP program's purpose.

Human resource offices should coordinate with other agencies to get the leave expeditiously transferred to the appropriate leave recipients or from the appropriate donors.

Employees who wish to donate leave to a leave recipient at another federal agency may use the Request to Donate Annual Leave to Leave Recipient (Outside Agency) Under the Leave Transfer Program (OF-630-B) (Attachment 6-4a).

6. TERMINATION OF PARTICIPATION. The medical emergency affecting an individual must terminate:

- ! upon formal request from the recipient stating that his or her medical emergency has ended (**Note:** The Screening Committee does not need to review this request.);
- ! at the end of the pay period in which the Screening Committee determines, after written notice from the agency and an opportunity for the leave recipient, or a personal representative to answer orally or in writing within five working days, that the medical emergency no longer exists;
- ! when the recipient's employment is terminated; or
- ! no later than at the end of the pay period in which notice is received that application for disability retirement has been approved.

When necessary, and after coordination with the recipient's supervisor, the human resource manager will issue notifications to recipients of their termination as participants. These notices must provide the reason(s) for the termination. *

7. REFUNDS OF DONATED LEAVE. When a recipient is terminated from participation in the VLTP, the human resource manager will determine the amount of leave to be refunded to each donor, if there are any remaining hours.

If an employee's medical emergency is terminated due to death or OPM approval of disability retirement, any transferred annual leave remaining in the recipient's account will be used first to liquidate any annual and/or sick leave advanced to the employee, then to replace any leave without pay, prior to restoration of such leave to the leave donor(s). (Please note the disability annuity will begin on the first day in nonpay status.)

Any transferred annual leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored to the leave donor in full hour increments. The minimum amount of leave which can be restored to a leave donor under Title 5 CFR, Section 630.911 is one hour. The restoration formula is as follows:

- a. Divide the number of hours of unused transferred annual leave by the total number of hours of annual leave transferred to the leave recipient.
- b. Multiply the ratio obtained above by the number of hours of annual leave transferred by each leave donor.
- c. Round the result obtained above to the next lower whole hour amount. This is the amount restored to each leave donor.
- d. If the total number of leave donors exceeds the total number of hours of annual leave to be restored, no unused transferred annual leave shall be restored.
- e. Should any donated annual leave be returned to the donor and then places the donor in forfeiture status, the rules governing restoration of annual leave apply.

* Refund of Donated Leave from DOJ Leave Bank

f. When a recipient receives donations from both VLTP and the DOJ Leave Bank, VLTP donations must be used first. If there are any remaining hours after the medical emergency ends, the hours must be returned to the DOJ Leave Bank. A written memorandum

must be submitted to the DOJ Leave Bank through the Bureau's Leave Bank Coordinator stating how many hours are being returned to the Leave Bank from the recipient. *

8. SUPERVISORS' RESPONSIBILITIES. Supervisors must be familiar with the VLTP and cooperate with the VLTP Screening Committees in the administration of this program. Supervisors cannot disqualify or prohibit an employee from applying for approval as a leave recipient under the VLTP. However, immediate supervisors will continue to maintain the responsibilities and rights for approving the use of transferred annual leave and accrued sick or annual leave regardless of whether the employee has been approved as a leave recipient and for requesting updated medical documentation.

Immediate supervisors should monitor the use of transferred leave and notify the VLTP screening committee of any concerns they may have regarding the inappropriate use of transferred leave.

9. HUMAN RESOURCE OFFICE RESPONSIBILITIES. The Human Resource Manager will certify donations of leave for each recipient.

The Human Resource Assistant will adjust the **donating** employees "ANNUAL LV USED YTD" field through TINQ.

* For **recipients** the donated leave hours will be placed in the "RESTORED ANNUAL LEAVE" field through TINQ. Leave recipients may use the Restored Annual Leave after the Master Record has been adjusted. (For Time and Attendance Reporting, please refer to the DOJ Time and Attendance Handbook, Chapter 3, under Leave Donations.) *

The timekeeper/timekeyer must apply leave so that appropriate sick and/or annual leave balances are at zero, in accordance with section 5 d (1) or (2) [medical or family emergency], for the employee while that employee is in a recipient status. The timekeeper will manually keep a running total of leave accruals that will be made available to the recipient after the medical emergency has been terminated.

The human resource manager will, at the end of the medical or family emergency, notify the human resource assistant and the timekeeper/timekeyer that the employee is being removed from the Voluntary Leave Transfer Program. Upon this notification, the timekeeper/timekeyer will recredit the leave that the employee would have received had the employee been in a regular duty status.

The re-credit will be what the employee would have received or up to **40 hours**, whichever is less and includes annual leave and sick leave. An employee who is out for an extended period under section 5 d (1) [medical emergency] will continue to accrue sick and annual leave up to 40 hours each. An employee who is out under section 5 d (2) [family medical emergency] will continue to accrue annual leave up to 40 hours, however, sick leave balances are unaffected for situations covered by this section.

Upon notification, the human resource assistant will adjust the "ANNUAL LV ACCRUALS YTD" through TINQ to show the accrued leave up to 40 hours (as described above).

- * 10. VLTP RECORDS. The Human Resource Assistant will receive documentation on an approved recipient for Voluntary Leave Transfer. The data element "Approved Leave Recipient" in the PRES Program DP-120 (multi-element update document) is used to identify an approved leave recipient and to end participation in the program. Enter an asterisk [*] to identify an approved leave recipient and then enter field value Yes [Y] or No [N]. *

The Human Resource Manager will notify the timekeeper/timekeyer that the employee is an active recipient of the Voluntary Leave Transfer Program and instruct them to make sure leave balances are zero, in accordance with section 5 d (1) or (2).

11. APPEALS. There are no statutory or regulatory appeal procedures under this program; appeals are limited to those available under the negotiated or agency grievance procedures.

12. COERCION. An employee may not directly or indirectly intimidate, threaten or coerce or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right such employee may have with respect to donating, receiving or using annual leave under this program.

630.4 LEAVE FOR MATERNITY PURPOSES

1. PURPOSE AND SCOPE. To establish employee and management responsibilities for requesting and granting leave for maternity purposes. Leave for maternity purposes is defined as a combination of sick leave, annual leave and leave without pay to cover the time required for physical examinations and the period of incapacitation and recuperation related to pregnancy and the birth of a child.

2. EMPLOYEE RESPONSIBILITY. A pregnant employee should request leave as far in advance as possible, including the type of leave, appropriate dates and anticipated duration.

Where working conditions are strenuous or hazardous, management will consider a request for the temporary modification of working conditions to protect the mother's health and that of her unborn child. This request should contain a medical certification as to the nature of the limitations which are recommended.

3. MANAGEMENT RESPONSIBILITY. Management must apply the same leave policies, regulations and procedures for maternity purposes as are applicable to any other type of leave request. Childbirth or complications of pregnancy are temporary disabilities and must be treated, for leave purposes, in the same manner as any other physical condition which incapacitates an employee. Also, every reasonable effort should be made to accommodate a valid request for modification of duties.

4. LEAVE FOR CHILDBIRTH. Sick leave is appropriate for the period of incapacitation for delivery and recuperation. It is understood that some deliveries require longer recuperation than others, therefore, medical certification defining the length of recuperation necessary must be provided. An employee may also request annual leave, advanced sick/annual leave or leave without pay. In most cases, this leave for incapacitation and recuperation will be for a period of up to six weeks.

5. INFANT CARE. Annual leave and/or leave without pay may also be approved to allow the parent time to adjust to a new family member and develop a close relationship with the infant.

6. ADOPTION LEAVE. Reserved pending publication of OPM regulations.

7. DURATION OF LEAVE. The total length of leave granted, out of necessity, must be determined on a case-by-case basis. Determination as to which category of leave is granted (sick, annual or leave without pay) will be made by the supervisor based on the leave request submitted by the employee. However, medical certification, defining the length of recuperation necessary, must be provided to support any requested sick leave. The maximum combination of leave granted will ordinarily not exceed six months.

630.5 HOME LEAVE

1. PURPOSE AND SCOPE. The purpose of this section is to establish guidelines and procedures for granting of Home Leave to those BOP individuals recruited from the United States for service abroad, including Puerto Rico.

2. DIRECTIVES AFFECTED

Directives Referenced

- a. FPM, Chapter 630
- b. DOJ Order 1630.1D Leave Administration
- c. Civilian Personnel Law Manual, Title 2, Chapter 5.E (Home Leave)
- d. Civilian Personnel Law Manual, Title 4, Chapter 2.D (Renewal Agreement Travel)
- e. 5 U.S.C., Section 6304 (b) and 6305 (a).

3. PROCEDURES. The contents of the references are not repeated herein; however, the following clarification is offered:

To be eligible for Home Leave, the BOP employee must have completed twenty-four months of continuous creditable service in Puerto Rico and agree to an additional tour of duty of not less than twelve months, (Attachment 6-5). Home Leave is to be taken in the United States. Home Leave may not be used in Puerto Rico.

Prior to being transferred to Puerto Rico, the employee must complete "Foreign Assignment, Initial Written Agreement, Overseas Transfers" for a twenty-four month period. (See Financial Management)

BOP Employees will earn no more than 5 days of Home Leave for each twelve month period.

The renewal travel agreement provisions are intended to provide expense reimbursement for round-trip travel and transportation by civilian government employees and their families between tours of duty overseas for the purpose of taking home leave.

Approval of Home Leave will be at the discretion of the Warden and may be approved in combination with other leave of absence.

640.1 COMPRESSED WORK SCHEDULES

1. PURPOSE AND SCOPE. To provide general information regarding compressed work schedules and to specify the procedural guidelines for submitting and obtaining clearance for compressed work schedules. This policy applies to non-bargaining unit employees (employees) only. Bargaining unit employees are bound by the terms of any applicable collective bargaining agreement.

2. DIRECTIVES REFERENCED

- a. 5 U.S.C., Chapter 61, Subchapter II
- b. 5 CFR, Part 610, Subpart D

3. OVERVIEW. Issues regarding compressed work schedules include:

a. A compressed work schedule enables a full-time employee to work his or her 80-hour biweekly work requirement in less than 10 workdays. All compressed work schedules are fixed schedules, meaning the times of arrival and departure are regular and fixed. There are no provisions under this type of schedule for flexible tour of duty hours. In determining schedules, Chief Executive Officers (CEOs) have the authority to set core hours (designated hours and days during which an employee must be present for work) based on the needs of the discipline or department/work unit.

For purposes of this section, CEO means Assistant Directors, Regional Directors and local Chief Executive Officers.

b. The Bureau currently utilizes two types of compressed work schedules, where it is feasible to do so. These schedules are the 4-day workweek and the 5-4/9 plan.

E The 4-day workweek is a fixed tour of duty which is limited to four 10-hour days per week.

E The 5-4/9 plan consists of a fixed tour of duty limited to eight 9-hour days and one 8-hour day within a biweekly pay period.

Workdays in excess of 10 hours are not recommended for inclusion in a compressed work schedule. These schedules may have a detrimental effect on security and could inhibit employee ability to adequately perform job functions due to excess fatigue caused by the longer hours. Schedules consisting of 12-hour days may be determined under limited circumstances.

c. Compressed work schedules are not an employee entitlement. Supervisors are responsible for establishing and monitoring their employees' work schedules, and determining if adequate personnel coverage will be provided to ensure the effective and efficient functioning of the department/work unit. A compressed work schedule may be requested for one employee, or a group of employees. In considering requests, special attention should be given to the work needs of the office and the demonstrated performance and reliability of the individual(s) involved.

The duties of some positions do not lend themselves to this type of work schedule. Position complement may also restrict participation.

d. An employee on a compressed work schedule who transfers to another office must follow the schedule in effect in the new office.

e. If an employee goes to another position while remaining within the same office, the supervisor must evaluate the impact of participation on the work requirements of the new assignment.

f. An employee may request to be excluded from a compressed work schedule if that schedule would impose a personal hardship on the employee.

g. The servicing Human Resource Management Office shall maintain records documenting the number of requests approved and denied, the type of schedule(s) in use, and the number of participating employees. Any documents containing an evaluation of the program in terms of measuring the impact on the effective and efficient functioning of the department/work unit shall also be maintained.

4. PROCEDURES. Requests for compressed work schedules may be approved or disapproved at the local or regional level by the Chief Executive Officer, on a case-by-case basis, in accordance with the terms of 5 U.S.C. Chapter 61, Subchapter II.

a. Supervisors shall coordinate requests with their servicing Human Resource Office to ensure consistent processing of requests.

b. The completed compressed work schedule request package shall include the following:

- (1) A cover memorandum from the CEO to the Office of General Counsel (OGC), Labor Law Branch.

- (2) A complete copy of the schedule requested. (See attachment 6-8.)
- (3) A signed memorandum of understanding for all employees covered by the schedule. (See attachment 6-9.)
- (4) A Supervisory Pre-Implementation Questionnaire. (See attachment 6-10.)
- (5) A U.S. Department of Justice Flexible Work Option Request Form completed by each employee participating in the compressed work schedule.
- (6) Three copies of the package.

c. If a request is disapproved at the local or regional level, notification of the denial shall be provided by the CEO to the servicing Human Resource Office. The Human Resource Office will then prepare a written response to the appropriate supervisor.

d. The compressed work schedule request package approved at the local level shall be forwarded by the institution's servicing Human Resource Office to their Regional Director who will forward it to the Office of General Counsel, Labor Law Branch, for a legal and technical review. OGC's legal and technical review will be coordinated with the Assistant Director for the discipline. Schedules shall not be implemented until the final review is completed. A copy of the final decision and the request package should be forwarded by OGC to the Human Resource Management Division, Employee Relations Section.

e. If upon completion of the review at the national level, a schedule is determined to be legally insufficient, the Office of General Counsel, Labor Law Branch, will provide a written opinion to the CEO.

If determined to be legally sufficient, OGC notification to implement the schedule will be forwarded to the CEO.

f. Six months after implementation of an approved schedule:

- (1) The supervisor must complete a Six Month Supervisory Assessment of Compressed Work Schedule form. (See attachment 6-11.)
- (2) The form, along with a cover memo which includes the institution name and the department/unit working the

schedule, shall be submitted to the Office of General Counsel, Labor Law Branch. OGC will coordinate a technical and legal review with the appropriate discipline Assistant Director.

g. If at any time a supervisor or CEO determines that the compressed work schedule has an adverse impact on the agency's mission, they will refer their determination to OGC for a legal review. The CEO will then issue a decision to the parties involved following OGC's concurrence.

h. If a schedule is discontinued for reasons **other than** an adverse agency impact, OGC shall be notified of the discontinuance and the reason(s) for it.

U.S. Department of Justice

**VOLUNTARY LEAVE TRANSFER AND
VOLUNTARY LEAVE BANK RECIPIENT APPLICATION**

1. Applicant's Name	2. Social Security Number
3. Position Title	4. Position Grade/Step
5. Home Address and Telephone Number	
6. Employing Agency	7. Timekeeper: Telephone #:
8. Immediate Supervisor's Name/Title/Address	
9. I understand that I may participate in both the Voluntary Leave Transfer and the Voluntary Leave Bank program at the same time for the same medical emergency. Please submit my request to the following program. (check appropriate box) <input type="checkbox"/> VLTP <input type="checkbox"/> VLBP <input type="checkbox"/> Both	
10. If approved as a recipient under the VLTP, I do/do not (check appropriate box) authorize the release of information contained on this form or supporting documents by the VLTP committee to publicize my need for leave to potential donors. <input type="checkbox"/> I do authorize the release of information to publicize my need for leave. <input type="checkbox"/> I do not authorize the release of information. <input type="checkbox"/> I have my own donors.	
11. Have you or do you plan to submit a claim for benefits under the Worker's Compensation Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Have you, or do you plan to apply to the Office of Personnel Management for disability retirement? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is your disability application based on the same medical condition for which you are requesting leave from the Leave Sharing Program(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Read the following carefully before signing: Any person who knowingly makes any false statement or misrepresentation of fact or commits fraud to obtain emergency leave from the Leave Bank is subject to civil or administrative remedies as well as felony criminal prosecution, and may, under appropriate criminal provisions, be punished by fine or imprisonment or both. I understand that my signature on this application constitutes a relinquishment of any right to request a waiver of erroneous payment of wages and serves as due process in this regard under the Federal Debt Collection Act of 1982. This applies only in the event I am erroneously overpaid as a result of my status as an approved leave recipient under the Voluntary Leave Transfer and Leave Bank Programs.	
14. Signature of Applicant (or person acting on employee's behalf)	Date
Privacy Act Statement: The information requested on this form is for the use of determining the employee's eligibility to participate in the Voluntary Leave Transfer and Leave Bank as authorized by Public Law 103-103. Provisions of this information is voluntary, but failure to provide all of the requested information will result in your request not being processed. The information provided could be disseminated to the Office of Personnel Management, the Office of Management and Budget, the General Accounting Office, or other government agencies to satisfy reporting requirements under this program, or to publicize, if authorized, your need to leave donors.	

Medical Documentation (to be completed by Physician)

16. Provide the beginning date of the medical emergency.

17. Total number of hours or days requested.

18. Briefly describe the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the appropriate duration of the medical emergency of the applicant or the medical emergency of the applicant's immediate family member who requires care and attendance. A "medical emergency" is a medical condition of an employee or family member that would most likely require a prolonged absence from work and would result in a substantial loss of income because of the unavailability of paid leave.

19. Physician's Signature and Telephone Number

20. Date

Any person who knowingly makes any false or misrepresentation of fact or commits fraud to obtain leave from the Leave Bank is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by fine or imprisonment or both.

**Request to Donate Annual Leave to Leave Recipient (Outside Agency)
Under the Leave Transfer Program**

I request that annual leave be transferred to the leave account of an approved leave recipient. This recipient is not my immediate supervisor. As of the date indicated below, I have enough annual leave in my account to cover this amount. I understand that if I am projected to forfeit leave during this year, the amount of leave I am transferring may not exceed the number of hours remaining in the leave year for which I am scheduled to work. The amount of leave I am transferring also is not more than half the hours I will earn this year.

I understand that my decision to transfer leave is not

revocable. If a sufficient balance of unused leave remains after the recipient's medical emergency has terminated, I can elect to have a pro-rated share returned to me during either the current leave year or the following leave year, or I can elect to donate my pro-rated share to another leave recipient. However, to do so, I must remain employed by a Federal agency and be subject to Chapter 63 of Title 5, U.S.C., on the date the medical emergency terminates.

I have not been directly or indirectly intimidated, threatened or coerced, or promised any benefit by any employee for the purpose of donating or using leave.

Privacy Act Statement

This program is voluntary; however, solicitation of this information is authorized by P.L. 100-566 (October 31, 1988). The information furnished will be used to identify records properly associated with the leave donation. It may also be disclosed to a national, State, or local law enforcement agency where there is an indication of a violation or

potential violation of civil or criminal law, rule, or regulation; or to another agency or court when the Government is party to suit. Executive Order 9397 (November 22, 1943) authorizes use of the Social Security Number (SSN). Furnishing the Social Security Number, as well as other data, is voluntary, but failure to do so may delay or prevent action on the request to donate leave.

PART A - TO BE COMPLETED BY LEAVE DONOR		
1. Name (Last, First, Middle)	2. Social Security Number	3. Employee Number
4. Position Title, Pay Plan, and Grade/Pay Level		5. Relationship to Leave Donor to Leave Recipient (if any)
6. Leave Donor's Agency (Agency, Department, Office, Division, Branch, etc.)		
7. Amount of Annual Leave as of End of Last Pay Period	8. Amount of Leave Projected to Forfeit This Leave Year as of End of Last Pay Period	9. Amount of Annual Leave to be Transferred
10. Leave Recipient's Name, Agency, Agency's Address, Organization (Agency, Department, Office, Division, Branch, etc)		
11. Leave Donor's Signature		Date Signed
PART B - TO BE COMPLETED BY EMPLOYING AGENCY OF LEAVE DONOR		
INSTRUCTIONS: Upon completion and approval of this form, forward a copy to the leave recipient's employing agency as soon as possible so that the transfer of leave can take place.		
12. Enter the Amount of Annual Leave to Be Credited to the Leave Recipient's Annual Leave Account		
13. If the agency is waiving the maximum limitations for leave donation under the Voluntary Leave Transfer Program, describe the special circumstances that warrants the waiver.		
14. Name of Agency Contact Who Can Provide Further Information		Telephone Number
I certify that the leave donor currently has sufficient annual leave in his/her annual leave account to make a donation for the requested amount of annual leave and that the amount of the donation does not exceed the maximum limitations for leave donation under the voluntary leave transfer program.		Signature of Authorizing Official and Date Signed

REPRODUCE LOCALLY

MINIMUM REPORT REQUIREMENTS

DAILY REPORTS: RETENTION PERIOD

*U0006 - LISTING OF PERSONNEL ERROR MESSAGES(SINQ) - UNTIL CLEAR
*E0003 - PACT/PRES STATUS REPORT 26 PAY PERIODS
* RETAIN THE LAST REPORT FOR THE PAY PERIOD

REPORTS TO BE RUN AFTER T & A TRANSMISSION: RETENTION PERIOD

CULPRIT REPORTS:

**P0013 - LISTING OF T & A'S NOT RECEIVED AT NFC - 26 PAY PERIODS
**P0099 - T & A'S WITH MISSING PERSONNEL ACTIONS - 26 PAY PERIODS
** RUN UNTIL CLEAR - RETAIN THE LAST REPORT FOR THE PAY PERIOD

NFC GENERATED REPORTS:

* DOJ T & A "RECEIVED" REPORTS - REVIEW AND RETAIN UNTIL AFTER BEAR
NFC T & A BATCH CONFIRMATION REPORTS 26 PAY PERIODS*

REPORTS TO BE RUN AFTER BEAR: RETENTION PERIOD

CULPRIT REPORTS:

P0049 - AUDIT TRAIL OF LEAVE UPDATED 26 PAY PERIODS
P0053 - T & A ERROR LISTING 26 PAY PERIODS
P0152 - LEAVE ERROR REPORT 26 PAY PERIODS
P0159 - SPSS ANALYSIS-QSR PAYMENT BY REASON CODE 26 PAY PERIODS
(If SPSS utilized)
P0160 - SPSS - TRANSACTION REGISTER 26 PAY PERIODS
(If SPSS utilized)

FOCUS REPORTS (THROUGH BATCHFOC):

"UNPAID REPORT" - (DJ1) - MENUHRMS - T&A REPORTS - EMPLOYEES
NOT PAID FOR CURRENT PAY PERIOD - 26 PAY PERIODS

BOPACCTG - (BPS) SUMMARY OF ACCOUNTING CODES BY DEPARTMENT
(May be submitted to Business Office FMIS ID for accounting code
verification). - 26 PAY PERIODS

NFC GENERATED REPORTS:

U0003 - LISTING OF DOCUMENTS PROCESSED IN PPD 26 PAY PERIODS

MINIMUM REPORT REQUIREMENTS (Continued)

REPORTS TO BE RUN AFTER BEAR (Continued): RETENTION PERIOD

FOCUS REPORTS (THROUGH BATCHFOC) TO BE RUN ANNUALLY:

MILLVRPT - (BPS) MILITARY LEAVE USAGE REPORT
Must be run AFTER PAYE for the last pay period
IMMEDIATELY PRIOR to the pay period containing the
beginning of the new fiscal year - Oct 1).***

COMPBAL - (BPS) COMPENSATORY TIME REPORT
Must be run before May 1st, and also before
September 1st. Must be distributed to supervisors
to assist them in scheduling prior year comp. time
for their employees before the end of the leave year,
if practical.***

Must be run AFTER PAYE has run for Pay Period 26
and before Pay Period 01 has been processed.***

*** RETAIN FOR ONE YEAR

OTHER RECOMMENDED REPORTS:

FOCUS REPORTS (THROUGH BATCHFOC) TO BE RUN ANNUALLY:

Should be run AFTER PAYE has run for Pay Period 26
and before Pay Period 01 had been processed.

FFLARPT - (BPS) FAMILY FRIENDLY LEAVE ACT REPORT
(Does not fulfill all reporting requirements -
timekeepers must still maintain manual logs)

LVUSAGE - (BPS) ANNUAL AND SICK LEAVE USAGE REPORT

USELOSE - (BPS) USE OR LOSE ANNUAL LEAVE REPORT (AS OF THE
CURRENT PAY PERIOD) - (May also be run for any pay
period to check current use-or-lose status)

OTHER RECOMMENDED REPORTS:

FOCUS REPORTS (THROUGH BATCHFOC):

MENUAAP - (BPS) INSTITUTION REPORTS -
INSTITUTION NEW HIRES REPORT
INSTITUTION SEPARATIONS REPORT
FORCEREL - (BPS) INCORRECT ACCTG INFO THAT NFC FORCED THROUGH
(May be used to detect accounting code errors)
* PCTAUDIT - (BPS) EMPLOYEES' T&A'S BY TRANSACTION CODE/HOURS
AS PAID BY NFC (May be used to compare keyed T&A
data with payroll data - includes corrected T&A's -
converts transmitted T&A TC codes to TC codes as paid
by NFC) *

STARTUP8 - (BPS) PAY/HOURS SUMMARY
STARTU17 - (BPS) DETAIL PAID REPORT

Other FOCUS reports available on MENUBPS (BPS) under Leave Reports.